



Staff Update

November 20, 2015

1. Put your family first.
2. What makes you ELITE?
3. Stay above the line

New Fire Drill Procedures

Our safety drill was great so now we are going to revamp our fire drill procedures. We need you to train your students to do the following when they hear the fire alarm:

1. Leave the room as soon as they hear the alarm. Do not line up and wait for a teacher!
2. NO HOLDING THE DOOR
3. When students get outside they will then find their class and stand in line so teachers can take attendance.

New Playground Restrictions

We have some new playground restrictions. Mr. Bickle has painted a white line across the blacktop on the back playground area. The kids are NO longer allowed to cross that white line. The line is only across the black top but the restricted area goes out across the field all the way to the baseball field backstop. We took the 3rd, 4th and 5th grade students outside yesterday and explained that under no circumstances are they to cross that line (even if a ball goes across it). They are however allowed to play in the grassy area outside the 4th and 5th grade rooms, as long as they STAY IN the grass.

POET coming the JW!!!

We will have the opportunity for local poet Nancy Kangas to visit our school December 8th-15th (except Monday the 14th). She will be doing poetry workshops in your classrooms (about 1 hour long). Next week, I will be sending out a video that you will be able to show your class about Nancy's background.

In the meantime, please encourage your students to check out poetry books -- or check some out yourself to have in the classroom! If possible, talking about poetry/doing mini lessons with poetry is also very helpful. We will be placing poetry books on display in the media center as well, and have a little poetry makerspace set up.

If there is a certain topic or standard that you want Nancy to be sure to include or a target to hit, let me know and I will convey that to her. For example, using descriptive language.

I will also be letting you know soon which classrooms she is visiting on what days/times (and let me know if you have any possible conflicts beyond lunch/recess/specials for that week). I just wanted to make sure everyone knew ahead of time of her visit.

After her visit, I will also have a follow up email about some things (like getting our poetry out there digitally) and would love to see (or be a part of) any results that come from the workshops! :)

Wishes

It's time for wishing! Here is the Google Doc that Brent created for us to add our wishes for our ILC/SDE/JWR collaboration:

<http://goo.gl/forms/2oXgdpdhBd>

Spirit Wear Link

The PTO is having a Spirit Wear Sale. Please communicate this info with your parents:

<https://jwreason.itemorder.com/sale>

Book Fair Link

This year the PTO is offering the option of purchasing Book Fair books online. Please communicate this link to families:

<http://bookfairs.scholastic.com/homepage/reasonelementaryschool>

Tech planning meetings with Kelly Riley and Ashley Lambacher

December 2

January 20

February 18

March 31

April 21

When calling the office from your room call 5900!

This way either Karen or Anna can pick up the phone.

Elementary Progress Report Timeline

Elementary Progress Report Processing
1st Marking Period – 2015-2016
Contact for Support: Bldg. Tech Teachers (procedural issues)
Bldg. Secretaries (student list adjustments)

<p><u>Monday, Nov. 30th</u> Tech Dept:</p> <ul style="list-style-type: none">• Close Teacher Access Center for mark entry at 11:59 p.m. <p>**Teachers Responsible for Grading:</p> <ul style="list-style-type: none">• <u>LAST DAY</u> to enter marks for Progress Reports
<p><u>Monday, Nov. 30th - Tuesday, Dec 1st</u> Principals:</p> <ul style="list-style-type: none">• Enter comments in eSchoolPLUS for students (if desired)
<p><u>Wednesday, Dec 2nd - Thursday, Dec 3rd</u> Bldg Secretaries:</p> <ul style="list-style-type: none">• Generate a PDF file (print progress reports) for all students and review for accuracy.• Print Progress Reports for students whose parents requested hardcopy.
<p><u>Friday, Dec. 4th</u> Tech Dept:</p> <ul style="list-style-type: none">• Send email alert to elementary parents indicating progress reports are available in Home Access• Progress Reports Posted in Home Access at 2pm. <p>**Bldg Secretaries/Teachers:</p> <ul style="list-style-type: none">• Distribute hardcopy Progress Reports to appropriate students.

**** These items need to be communicated to the teachers by the building principal.**

CALENDAR INFO BELOW!!! DID YOU READ THE ENTIRE UPDATE?

What's on the calendar:

November 23 –2nd grade play preview 10:30am
ELL DATA TEAM for 2nd and 3rd
2nd grade play 7pm
November 24 –TOLLES in CAFETERIA POTLUCK
November 25-27-No School-THANKSGIVING

December 1- TOLLES 6-8:30pm

December 2-Staff Meeting 7:45am

December 3- TOLLES 6-8:30pm

December 7-Data Team Leaders 7:45am

PTO 7pm

December 8- PAC 3:30pm

TOLLES 6-8:30pm

December 10-STAFF GROUP PICTURE 8:15am

TOLLES 6-8:30pm

~~December 11-TENTATIVE-PTO sponsored-Parent Night Out 6:30-9:30pm~~

December 15- TOLLES 6-8:30pm

December 16-Staff Meeting 7:45am DATA TEAM

December 17-Lunch for Staff from PTO

TOLLES 6-8:30pm

December 18-Holiday Sing-a-Long 1:15pm

Class parties-2pm

December 21-January 1-NO SCHOOL